



FRANKLIN COUNTY JAIL

Chambersburg, PA

Standard Operating Procedure

Chapter:	400	Activities and Support Services	Number:	400.15	Pages:	6
Title:	15	Inmate Work Programs	Effective Date:			

POLICY

The Franklin County Jail will utilize an inmate work force to maintain the sanitation of the facility, provide laundry service, and assist kitchen staff in food preparation, service and cleanliness. A Jail Industries program will be offered when contracts exist.

PURPOSE

These programs will provide inmates with marketable job skills and aid in developing responsible work habits.

REFERENCES

ACA 4-ALDF-5C-06 through 5C-12
ACA 4-ALDF-5C-13 through 5C-16 (Industries)

DEFINITIONS

None

PROCEDURES

1. A designee from the Classification Committee will be responsible for maintaining and reviewing Work Cadre applications, the waiting list and other documentation deemed necessary. A designee from the Classification Committee is also responsible for the interviewing, hiring, orientation and training of the Work Cadre, with input and assistance from shift supervisors.
2. Inmates will be considered for Work Cadre positions regardless of race, color, creed, sex, religion, age, or disability.
3. Unsented inmates cannot be forced to work with the exception of cleaning their housing and common areas. These inmates are permitted to apply for Work Cadre positions.
4. Sentenced inmates can and will be required to work.

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5. Inmate working conditions will comply with all applicable federal, state, or local work safety laws and regulations. Inmates will be issued protective clothing and equipment as required.
6. Consideration for placement of an inmate on the Work Cadre will encompass several factors that include but are not limited to:
 - Classification status
 - Willingness to work
 - Recommendation from Housing Unit Officer
 - Recommendation from Correctional Treatment Specialist
 - Overall attitude
 - Work experience
 - Mental stability
 - Disciplinary record
 - Nature of charges
 - Length of time remaining on sentence or expected stay
 - Other factors that may affect the security and safety of the facility
7. Inmates assigned to specific work assignments may be compensated.
8. Inmates must submit a Work Cadre Application (FCJ Form 400.15-1) to the Classification Committee to apply for a position. Work programs are generally not mandatory, however, situations may arise that require inmates to be mandated to a work program.
 - 8.1 Inmates mandated to a Work Cadre assignment will be compensated at the regular assignment rate.
 - 8.2 If an inmate is mandated to a Work Cadre assignment and the inmate refuses to work, a Misconduct Report will be issued.
 - 8.3 Inmates who are mandated to a Work Cadre assignment and intentionally do not perform satisfactorily will be issued a Misconduct Report.
9. An inmate must receive medical clearance to work before the inmate will be assigned to the Work Cadre.
10. Work assignments will be performed under the supervision and direction of staff. There are a variety of work assignments available to inmates. Types of Work Cadre assignments available:
 - Kitchen Cook
 - Kitchen Worker
 - Laundry Worker
 - Sanitation Worker
 - Grounds Keeper
 - Sewing
 - Jail Industries

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11. To apply for a work assignment an inmate must:
 - Meet classification requirements
 - Be willing to work
 - Be sanction free from any Misconduct Report or an Informal Adjustment for at least sixty (30) days
 - Be able to be medically cleared
 - Be eligible to move to the Work Cadre Unit (males)
 - Be attending or have completed programs that are court ordered or recommended by the Treatment Department
 - Submit a Work Cadre Application
12. All Work Cadre members are also expected to practice good hygiene and present a clean and neat appearance. In addition, specific work assignments may have additional requirements.
 - 12.1 Additional Requirements for Kitchen Workers and Cooks:
 - Shower just prior to reporting for work
 - Wear white jail-issued kitchen uniform
 - Wear hair nets while in the kitchen
 - Wear beard nets (if applicable) while in the kitchen
 - Wear gloves whenever in contact with food
 - Be checked daily by medical
13. An inmate may be denied a position.
14. No inmate is entitled to receive a work position. The Warden or designee may, within her discretion, suspend, terminate or deny employment to any inmate for any reason.
15. Applying for the Work Cadre
 - 15.1 An inmate will submit a Work Cadre Application (FCJ Form 400.15-1), located on minimum security housing units. The application will be placed in the outgoing mailbox in the unit.
 - 15.2 Applications will be routed to the Classification Committee designee. The Committee designee will fill in the 'For Administrative Use Only' section of the application.
 - 15.3 The designee will check the inmate's facility record for disciplinary actions or other information that may be useful in the hiring process.
 - 15.4 The designee will confer with the appropriate Housing Unit Officers and Correctional Treatment Specialist to determine if they recommend the inmate. In the event a Housing Unit Officer does not recommend an inmate, this will be taken into consideration, although it may not necessarily preclude the inmate from being hired.

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- 15.5 The designee will confirm that the inmate, if hired, will be eligible to move to the Work Cadre Unit.
 - 15.6 If the inmate does not meet classification, disciplinary or other requirements, the application will be annotated as such. The designee will notify the inmate via inter-jail mail, detailing what requirements were not met.
 - 15.7 The Committee designee will meet with the inmate in his/her housing unit to interview the inmate. The job requirements and expectations will be reviewed with the inmate.
 - 15.8 If there are no vacant work assignments and the inmate meets all requirements the inmate will be placed on the waiting list. This does not guarantee a work assignment when openings occur. Inmates may not be hired in the order they were placed on the list.
 - 15.9 If hired, the inmate must be medically cleared to work by the Medical Department. The Committee designee will forward the inmate's name and reason he needs to be seen to the Medical Department.
 - 15.10 The inmate will be notified of the time and date for his Work Cadre orientation and approximate start date.
 - 15.11 Once the inmate receives clearance from the Classification Committee and an orientation to the Work Cadre Unit the inmate will be eligible to move (excluding females).
 - 15.12 If the inmate is not hired he will be notified via inter-jail mail with the reason why he/she was not hired or placed on the waiting list.
16. Work Assignment Prohibitions
- 16.1 Assigning one inmate in an authority position over another inmate
 - 16.2 Assigning duties that are for the personal benefit of a staff member or a private individual.
 - 16.3 Assigning work that is dangerous or hazardous to the inmate.
 - 16.4 Assignments that require access to drugs, narcotics, intoxicants, explosives, weapons, money, security equipment (keys etc), inmate records or other confidential information.
17. Work Cadre Compensation
- 17.1 Work Cadre inmates that are compensated financially will be paid bi-weekly.
 - 17.2 Work Cadre inmates will be compensated per the pay schedule according to the position held.

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17.3 Upon request of the inmate after release from the facility, the Franklin County Jail will credit the inmate's court costs and fines account held with the Court or the Probation Department by the same amount that was received in compensation.

17.3.1 No other accounts of any kind or any money owed can be credited.

17.3.2 If no Court costs or fines are owed, **no** credit will be given. **No** rebate or refund will be issued to the inmate, under any circumstance.

18. Termination from the Work Cadre

18.1 In the event a Work Cadre member quits or is terminated, and leaves a work detail understaffed, the shift supervisor may assign another member of the Work Cadre to fill the position temporarily. The information will be forwarded to the Classification Committee.

18.2 Reasons for termination correspond to reasons for termination while employed in the community. An inmate may be terminated for several reasons, including but not limited to:

- Poor performance
- Being late for work
- Excessive absences
- Disrespect
- Poor attitude
- Failure to take direction from staff

18.3 Staff members may suspend a Work Cadre member. A supervisor may then terminate the inmate upon review.

18.4 If an inmate is suspended, the staff member who suspended the inmate will submit an Incident Report and a Misconduct Report if necessary. Any other staff involved or who witnessed the event, will submit an Incident Report, with specific details of the unsatisfactory performance or inappropriate behavior. The shift supervisor will be notified when any inmate is suspended.

18.5 A Misconduct Report is required for all suspensions. An Informal Adjustment may be offered depending on the circumstances.

18.6 If an inmate is suspended and a Misconduct Report will be issued without the option of an Informal Adjustment, the shift supervisor will be notified immediately. Two staff members will escort the inmate directly to the RHU (FCJ SOP 300.03 – Disciplinary Procedures). The inmate will be placed on pre-hearing disciplinary segregation (pre hearing DS) status.

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- 18.7 If an inmate receives a Misconduct Report, not directly related to her work assignment, and is placed on Pre-Hearing DS status, the inmate will be suspended from her work assignment pending the decision of the Hearing Examiner. An inmate will receive no pay while suspended. If the inmate is found guilty, the inmate will be eligible to reapply when classification status permits, but no sooner than thirty (30) days from the last day of any sanctions served. After the waiting period is complete the inmate may reapply for a work assignment, the inmate will start the process over again.
- 18.8 If a member of the Work Cadre quits during a work assignment the shift supervisor will be notified immediately. The inmate will receive a Misconduct Report. Two staff members will escort the inmate directly to the RHU (FCJ SOP 300.03 – Disciplinary Procedures). The inmate will be placed on Pre-Hearing Disciplinary Segregation (Pre-Hearing DS) status. Inmates will not be eligible to reapply for a Work Cadre position until classification status permits, but no sooner than 60 (sixty) days.
- 18.8.1 Two staff members will escort female inmates to A Unit and directly to an RHU cell.
- 18.9 The Classification Committee designee will maintain discharge dates on all inmates in the Work Cadre Unit. Inmates can work, if scheduled, up until 0000 hours (midnight) the morning of their scheduled discharge. Replacement workers for these inmates should already be hired and ready to assume the position.

ATTACHMENTS

FCJ Form 400.15-1 Work Cadre Application
Pay Schedule